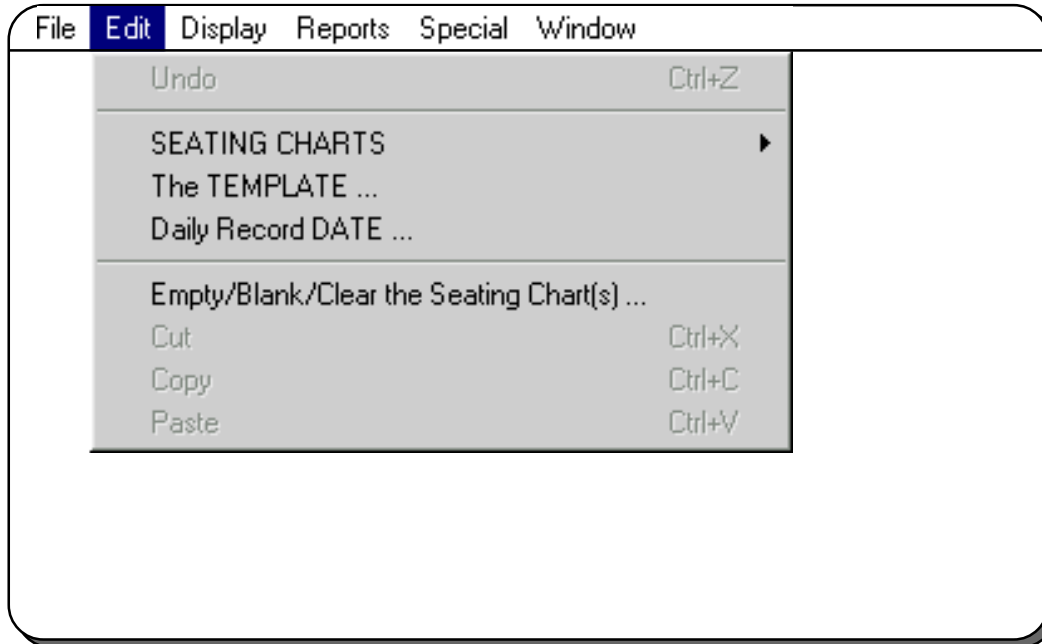
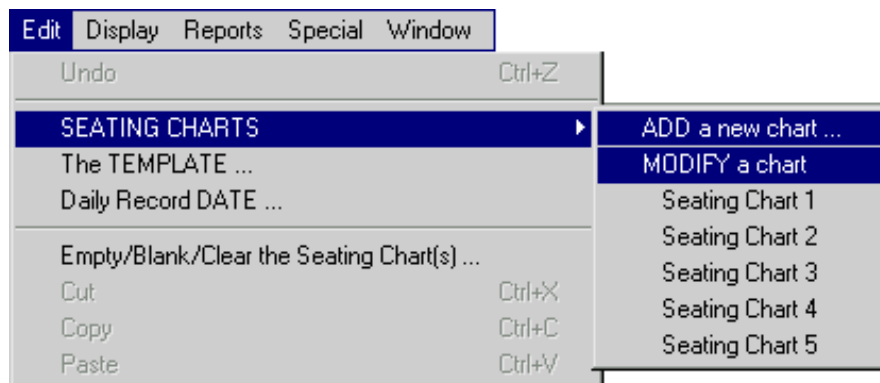


# Editing The Seating Chart



## ■ New and Existing Seating Charts



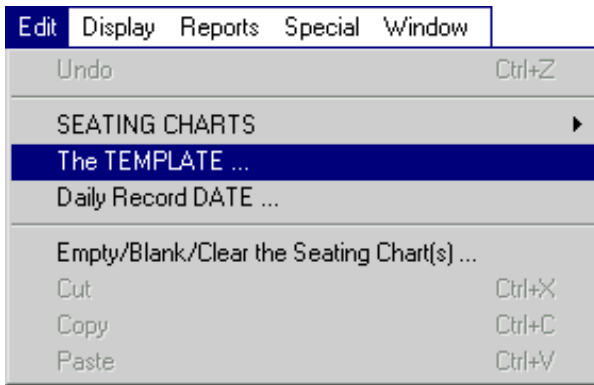
### ADDING A NEW CHART

Little virtue lies in belaboring the obvious, so we shall not. Suffice it to say that this is the menu option one chooses when additional socio-positional engineering becomes necessary during the year. The option will be available as long as one or more charts remain to be set up (out of a maximum of five).

### MODIFYING AN EXISTING CHART

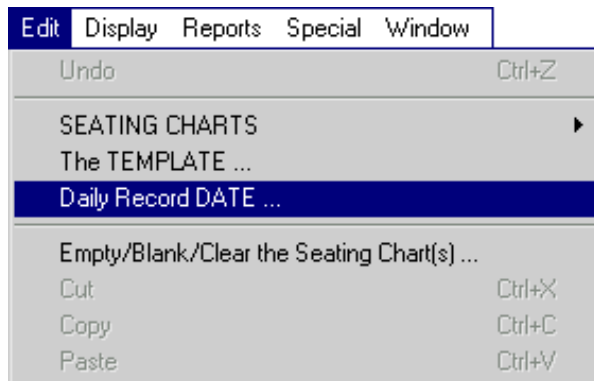
The steps in this simple process have been described in detail in the previous section, so we shall be merciful again. It must be noted, however, that you may not modify the room **template** within *this* option, for that may involve the destruction of other existing charts. (More about *that* on following pages.)

## ■ Modifying the Template



As you can tell from the warning message at right above, editing a room template by adding, removing, or repositioning students' seats **may** necessitate the reconstruction of all existing charts. We permit such modification, of course, **and** we even attempt to keep as much of your original template flow as possible. Nevertheless, once you commit to the relocation of even one seat in your template, you must completely rebuild all layouts based upon it.

## ■ The Date of Daily Record Entry



The default date for Daily Record entry is taken directly from your PC's **system clock**. If it has not been set correctly, access your **Date/Time Control Panel** (shown bottom right) and change the date shown. If you simply wish to change the current entry date for attendance data, click within the setup calendars that follow in this option and record the entries for that day.

You will note that every time you enter Daily Record data from a Seating Chart screen we display the **active date** within the main title bar . . . just so you don't forget.

